

## ATTACHMENT 2

**AIR RESOURCES BOARD  
AIR TRAVEL PROCEDURE**

	ROUTINE PROCEDURE	CONTINGENCY PROCEDURE	
	Patterson or Bertal Travel Agency	Airline	
	All Flights	Contract Flight	Non-Contract Flight
1. Making the reservation			
a. Employee contacts the Travel agency or airline to make flight reservation.	✓	✓	✓
b. Employee identifies himself/herself as a state employee (Air Resources Board) and requests state contract flight (if appropriate).	✓	✓	---
2. Arranging Payment			
a. No action required by employee - - Travel agency automatically charges ARB's established account and bills ARB directly.	✓	---	---
b. Employee provides American Express Corporate Card which also serves to Identify you as a state employee eligible for the contract flight.	---	✓	---
c. Employee provides any of the following: ♦ American Express Card ♦ Personal Check ♦ Personal Credit Card	---	---	✓
3. Obtaining Ticket			
a. Travel agency delivers tickets to ARB's Accounting Office, who in turn delivers to the Division Travel Coordinator.	✓	---	---
b. Employee makes arrangement with			

the airline for mail delivery or pick up.	---	✓	✓
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